



STATE OF HAWAII  
DEPARTMENT OF ACCOUNTING  
AND GENERAL SERVICES  
P.O. BOX 119  
HONOLULU, HAWAII 96810-0119


RISK 04.0320

June 7, 2004

**MEMORANDUM**

TO: Heads of Departments and Agencies

ATTN: Risk Management Coordinators

FROM: Russ K. Saito  
State Comptroller 

SUBJECT: State Automobile Fleet Insurance and  
Automobile Accident Procedures

All automobile claims will be reported and handled by the Risk Management Office.

**PROCEDURES FOR REPORTING CLAIMS:**

1. Please complete the Automobile Loss Notice – RMA001 (Refer to attached Form RMA-001.) You may make copies of this form and distribute for use. The form is also available via e-mail.

2. All automobile accident reports must be reported to the Risk Management Office. Accidents involving bodily injury and property damage to another person must be reported within 24 hours to:

DAGS / Risk Management Office  
ATTN: Claims Management Specialist  
P.O. Box 119  
Honolulu, Hawaii 96810-0119  
Phone: 808-586-0547  
FAX: 808-586-0553

These procedures will enable the Risk Management Office to provide accurate coverage information on the loss, reduce the cost of handling claims, and ensure proper reporting for statistical and analytical purposes.

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Please note that independent contractors or provider agencies are not covered by the State's insurance program. Independent contractors and provider agencies must provide their own automobiles and insurance.

If you have any questions, or still are uncertain where to report an accident, contact the Risk Management Office at 808-586-0547.